



SHERIFF VIC REGALADO

UNDERSHERIFF GEORGE W. BROWN

TULSA COUNTY SHERIFF'S OFFICE

INTEROFFICE MEMORANDUM

To: All DLM Staff
From: Trey O'Neal, Jail Operations *Trey o'neal*
Date: April 8th, 2020
Subject: Distribution of Masks

Exhibit "E"

I wanted to make everyone aware that Jail Administration will be distributing face masks to the inmate population. These masks will be accompanied with an instruction sheet for extending the life of the mask. Please remind inmates to take care of these masks, as they are very difficult to obtain, and we are not guaranteed more due to the high demand.

Masks and instruction sheets have been provided to the intake nurse in prebooking. Inmates will be assigned a mask by the intake nurse, and the inmate will be requested to wear the mask when moving throughout the facility.

Furthermore, masks will be distributed to staff by their unit supervisor (ex. Lieutenants, Court Transport Sergeant, Extraditions Sergeant, Maintenance Supervisor, Inmate Accounting Supervisor, etc.).

Thank you all for your attention to this matter. If you have any questions, feel free to reach out.

cc: David Parker, Jail Administrator
George Roberts, Assistant Jail Administrator
Stacie Holloway, Lieutenant
Rhea Tatum, Lieutenant
Gary Kaiser, Lieutenant
Tracy McCall, Sergeant
Marcus Berry, Sergeant
Steven Miller, Maintenance Supervisor
Joseph Britt, Inmate Accounting Supervisor
File/ COVID-19



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INTEROFFICE MEMORANDUM

To: George Roberts, Assistant Jail Administrator

From: David Parker, Jail Administrator 

Date: April 8th, 2020

Subject: Distribution of Masks to the Inmate Population

I respectfully request that the masks ordered for inmates are distributed throughout the facility with the attached instructions on extending the life of the masks. Every inmate housed in the facility needs to receive a mask and instruction sheet.

The remaining masks should be distributed as the table below details:

Masks Distributed To:	# of Masks:
A-Card Lieutenant	100
B-Card Lieutenant	100
C-Card Lieutenant	100
Extraditions Sergeant	50
Court Transport Sergeant	50
Inmate Accounting	50
Back Dock	50
Inmate Population	1,000
Intake Nurse	350
Reserve...	150

Total Masks to be Distributed: 2,000

cc: File/ COVID-19